

ADMINISTRATION POLICY

POLICY NO	A.10
POLICY SUBJECT	Christmas Holiday Office Closure
FILE NUMBER	
ADOPTION DATE	19 April 2007
LAST REVIEW	13 May 2010

STATEMENT OF INTENT

This policy is designed to provide guidelines for the closure of the Administration Centre, Library, Depot and Visitor Centre over the Christmas holiday period.

OBJECTIVES

- To assist with the proper and efficient management of the Administration Centre, Library, Depot and Visitor Centre over the Christmas Holiday period.
- To ensure that members of the public are aware of the closures.

POLICY STATEMENT

The Administration Centre, Library and Depot will be closed for business from the cessation of the last working day before Christmas and re-open on the second working day following New Year's Day.

The Chief Executive Officer will have discretion to vary the times of closure so that the period may include up to one day prior to Christmas Day and up to two days after New Year's Day, but not exceeding a total of eight consecutive working days, excluding weekends although inclusive of public holidays.

Provided:

1. Staff use Annual Leave, Time in Lieu or Rostered Days Off to account for those days not designated as public holidays.
2. Suitable emergency contact, either by telephone or personally are available to the public.
3. The closure is advertised in The Toodyay Herald or other locally circulated newspaper.

POLICY STATEMENT

The Visitor Centre will close on Christmas Day, Boxing Day and New Year's Day only.

Reviewed Council Meeting 15 November 2007
Reviewed Council Meeting 21 May 2009
Reviewed Council Meeting 13 May 2010

